



Ministry of Health & Mass Media



National Programme for Tuberculosis Control & chest Diseases

BIDDING DOCUMENT

NPTCCD/DS/SP/04/2025

Supply of 1,000,000 nos Sputum Contenders

Name of the bidder:

Section II. Bidding Data Sheet (BDS)

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

ITB Clause Reference	A. General
ITB 1.1	The Purchaser is ¹ : The Director, National Programme for Tuberculosis Control & Chest Diseases
ITB 1.1	The name and identification number of the Contract are ² : NPTCCD/DS/SP/04/2025 Procurement of <u>1,000,000 Sputum Containers</u>
ITB 2.1	The source of funding is ³ : GOSL
	B. Contents of Bidding Documents
ITB 7.1	For <u>Clarification of bid purposes</u> only, the Purchaser's address is: Attention ⁴ : The Chairman, Regional Procurement committee Address ⁵ : National Programme for Tuberculosis Control & chest Diseases, Public Health Complex, 4 th Floor, 555/5, Elvitigala Mw, Narahenpita, Colombo 05. Telephone: 01123668276 Facsimile number: 0112368276 Electronic mail address: dirnptccd@health.gov.lk Date of Pre-Bid meeting:
	C. Preparation of Bids
ITB 11.1 (e) ⁶	The Bidder shall submit the following documents with the bid. Failure to submit one or more of the following documents, bids will be treated as non-responsive: 1. Bid Submission Form (Including all related Cost, i.e. Post warranty service charges, civil construction work, etc.) 2. Bid Security 3. Power of Attorney to the signatory 4. Price Schedule – Goods 5. Delivery schedule - Goods 6. Manufacture's Authorization Letter 7. Bidder's response to Technical Specification

¹insert **complete** legal name of the Procuring Entity

²insert title of procurement and bid number reference of the Procuring Entity

³insert the source of funding such as GOSL, World Bank, Asian Development Bank etc

⁴ insert name and designation of the Officer responsible for clarifications e.g. Head of the Procurement Division if any]

⁵insert floor and room number, if applicable

⁶ If no additional documents are required may delete this row

	8. Detailed Pro-forma Invoice 9. Post qualification data (Financial Report, Work Shop details of Test equipment & Technical staff.... Etc.) 11. Copy of Business Registration Certificate 12. Relevant calibration certificates
ITB 15.1⁷	a. The bidder shall quote all prices of goods & services in Sri Lankan Rupees. b. If the Insurance is required Bidder shall submit separate Insurance coverage from port of disembarkation to the handing over & commissioning including inland transportation, storage...etc.
ITB 18.1 (b)	After sales service is: Required
ITB 19.1⁸	The bid shall be validity until 18 th July 2025
ITB 20.1	Bid shall include a Bid Security (issued by bank or surety) included in Section IV Bidding Forms;
ITB 20.2⁹	The amount of the Bid Security shall be ¹⁰ : LKR 200,000.00 <i>The validity period of the bid security shall be until¹¹ 18th July 2025</i>
	D. Submission and Opening of Bids
ITB 22.2 (c)	The inner and outer envelopes shall bear the following identification marks ¹² : NPTCCD/DS/SP/04/2025
ITB 23.1	For bid submission purposes, the Purchaser's address is: Attention ¹³ : The Chairman, Regional Procurement committee Address ¹⁴ : National Programme for Tuberculosis Control & chest Diseases, Public Health Complex, 4 th Floor, 555/5, Elvitigala Mw, Narahenpita, Colombo 05. The deadline for the submission of bids is: Date ¹⁵ : 19 th May 2025 Time ¹⁶ : 10 .00 am
ITB 26.1	The bid opening shall take place at: NPTCCD Auditorium

⁷ Delete if the bidders are not allowed to quote in currencies other than Sri Lankan Rupees

⁸insert day, month, and year, i.e. 16 September, 2006

⁹ Delete if BDS ITB 20.1 (b) is selected

¹⁰insert amount

¹¹insert day, month, and year, i.e. 13 October, 2006

¹²insert the name and/or number that must appear on the bid envelope to identify this specific bidding process

¹³insert full name and the designation of the officer in charge

¹⁴insert floor and room number, if applicable] [important to avoid delays or misplacement of bids

¹⁵insert date, month, and year, i.e. 15 September, 2006

¹⁶insert time, and identify if a.m. or p.m., i.e. 10:00 a.m

	Address: Public Health Complex, 4 th Floor, 555/5, Elvitigala Mw, Narahenpita, Colombo 05. Date: 19 th May 2025 Time: 10:00 am
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	E. Evaluation and Comparison of Bids
ITB 34.1	Domestic preference shall not be a bid evaluation factor.
ITB 35.4¹⁷	Evaluation Criteria The following factors and methodology will be used for evaluation: <ul style="list-style-type: none"> a. Completeness of the Bidding Document b. Responsiveness of the bid as per ITB 11.1 E c. Technical Specification compliance. d. Bid Price (ITB 14) e. Additional warranty period f. Operational cost of the equipment g. Past performance of the Product h. Post qualification i. Delivery schedule
ITB 35.5	Multiple offers shall not be considered
	F. Other Requirements
ITB 42.2	a. If the contract value exceeds the Rs.5 million, the bidder shall register the contract at the Registrar of public contracts Sri Lanka and submit the registered contract within 7 days of the receipt of an award.

¹⁷ Insert only if required

Section IV. Bidding Forms

Table of Forms

Bid Submission Form
Price Schedule:.....
Price and Completion Schedule - Related Services
Bid Security (Guarantee)
Bid-Securing Declaration
Manufacturer’s Authorization

Bid Submission Form

[The Bidder shall fill in this Form in accordance with the instructions indicated No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: *[insert date (as day, month and year) of Bid Submission]*
No.: *[insert number of bidding process]*

To: The Director National Programme for Tuberculosis Control & Chest Diseases

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda No.: *[insert the number and issuing date of each Addenda]*;
- (b) We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services;
Supply of 1,000,000 nos Sputum Contenders of NPTCCD/DS/SP/04/2025.

The total price of our Bid without VAT, including any discounts offered is: *[insert the total bid price in words and figures]*;

- (c) The total price of our Bid including VAT, and any discounts offered is: *[insert the total bid price in words and figures]*;
- (d) Our bid shall be valid for the period of time specified in ITB Sub-Clause 18.1, from the date fixed for the bid submission deadline in accordance with ITB Sub-Clause 23.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) If our bid is accepted, we commit to obtain a performance security in accordance with ITB Clause 43 and CC Clause 17 for the due performance of the Contract;
- (f) We have no conflict of interest in accordance with ITB Sub-Clause 4.3;
- (g) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared blacklisted by the National Procurement Agency;
- (k) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- (l) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed: *[insert signature of person whose name and capacity are shown]*

In the capacity of *[insert legal capacity of person signing the Bid Submission Form]*

Name: *[insert complete name of person signing the Bid Submission Form]*

Duly authorized to sign the bid for and on behalf of: *[insert complete name of Bidder]*

Dated on _____ day of _____, _____ *[insert date of signing]*

Price Schedule

1. The Bidder shall fill in the Price Schedule in accordance with the instructions indicated. The list of line items in column 1 of the **Price Schedules** shall coincide with the list of Goods and Related Services specified by the Purchaser on the Schedule of Requirements.
2. If so specified in the Bid Data Sheet and in the Schedule of Requirement Bidder shall indicate the relevant post warranty service to be incurred by the Purchaser for successive Ten years.

PRICE SCHEDULE

Note: 1. Unless otherwise allowed under ITB Clause 15, the bidders are required to quote the prices under 'A' columns;

1	2	3	4	5	6	7	8	9	10
			Goods and related Services offered within Sri Lanka (in Sri Lankan Rupees)						
			A						
Line Item No.	Description of Goods or related services	Qty and unit	Unit price Excluding VAT	Price per line item (Col. 3x4)	Inland transportation, insurance and other related services to deliver the goods to their final destination if not included under column 4	Total Price Excluding VAT (Col 5+6)	Discounted Total price (if any) excluding VAT	VAT	Total Price Including VAT (Col. 7 or 8+9)
LOT A									
NPTCC D/DS/SP /04/2025	Supply of 1,000,000 nos Sputum Contenders	1,000,000							
2									
3									
Sub Total for Lot A									

Bid Guarantee

[this Bank Guarantee form shall be filled in accordance with the instructions indicated in brackets]

----- *[insert issuing agency's name, and address of issuing branch or office]* -----

Beneficiary: The Director, National Programme for Tuberculosis Control & Chest Diseases, Public Health Complex, 4th Floor, 555/5, Elvitigala Mw, Narahenpita, Colombo 05.

Date: ----- *[insert (by issuing agency) date]*

BID GUARANTEE No.: ----- *[insert (by issuing agency) number]*

We have been informed that ----- *[insert (by issuing agency) name of the Bidder; if a joint venture, list complete legal names of partners]* (hereinafter called "the Bidder") has submitted to you its bid dated ----- *[insert (by issuing agency) date]* (hereinafter called "the Bid") for the supply of *[insert name of Supplier]* under Invitation for Bids No. ----- *[insert IFB number]* ("the IFB").

Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Guarantee.

At the request of the Bidder, we ----- *[insert name of issuing agency]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ----- *[insert amount in figures]* ----- *[insert amount in words]* upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of bid validity specified; or
- (b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB"); or
- (c) having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITB.

This Guarantee shall expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the Contract signed by the Bidder and of the Performance Security issued to you by the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the Bidder was unsuccessful, otherwise it will remain in force up to ----- *(insert date)*

Consequently, any demand for payment under this Guarantee must be received by us at the office on or before that date. _____

[signature(s) of authorized representative(s)]

Bid-Securing Declaration

*[The **Bidder** shall fill in this form in accordance with the instructions indicated in brackets]*

Date: -----*[insert date by bidder]*

Name of contract: Procurement of 1,000,000 nos Sputum Contenders

Contract Identification No.: NPTCCD/DS/SP/04/2025

Invitation for Bid No.: NPTCCD/DS/SP/04/2025

To: The Director, National Programme for Tuberculosis Control & Chest Diseases

We, the undersigned, declare that:

1. We understand that, according to instructions to bidders (hereinafter “the ITB”), bids must be supported by a bid-securing declaration;
2. We accept that we shall be suspended from being eligible for contract award in any contract where bids have being invited by any of the Procuring Entity as defined in the Procurement Guidelines published by National Procurement Agency of Sri Lanka, for the period of time of *three years* starting on *the latest date set for closing of bids of this bid*, if we:
 - (a) withdraw our Bid during the period of bid validity period specified; or
 - (b) do not accept the correction of errors in accordance with the Instructions to Bidders of the Bidding Documents; or
 - (c) having been notified of the acceptance of our Bid by you, during the period of bid validity, (i) fail or refuse to execute the Contract Form, if required, or (ii) fail or refuse to furnish the performance security, in accordance with the ITB.
3. We understand this bid securing shall expire if we are not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the bidder was unsuccessful; or (ii) twenty-eight days after the expiration of our bid.
4. We understand that if we are a JV, the Bid Securing Declaration must be in the name of the JV that submits the bid. If the JV has not been legally constituted at the time of bidding, the Bid Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed *[insert signature(s) of authorized representative]* In the Capacity of *[insert title]*

Name *[insert printed or typed name]*

Duly authorized to sign the bid for and on behalf of *[insert authorizing entity]*

Dated on *[insert day]* day of *[insert month]*, *[insert year]*

Manufacturer's Authorization

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its bid, if so indicated in the BDS.]

Date: *[insert date (as day, month and year) of Bid Submission]*
No.: *[insert number of bidding process]*

To: The Director, National Programme for Tuberculosis Control & Chest Diseases

WHEREAS

We *[insert complete name of Manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of Bidder]* to submit a bid the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 27 of the Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Duly authorized to sign this Authorization on behalf of: *[insert complete name of Bidder]*

Dated on _____ day of _____, _____ *[insert date of signing]*

Section V. Schedule of Requirements

Contents

1. List of Goods and Delivery Schedule
2. List of Related Services and Completion Schedule
3. Technical Specifications
- 4.. Drawings
5. Inspections and Tests

1. List of Goods and Delivery Schedule

[The Purchaser shall fill in this table, with the exception of the column “Bidder’s offered Delivery date” to be filled by the Bidder]

Line Item N°	Description of Goods	Quantity	unit	Final (Project Site) Destination as specified in BDS	Delivery Date ¹⁸	
					Delivery Date	Bidder’s offered Delivery date <i>[to be provided by the bidder]</i>
<i>[insert item No]</i>	<i>[insert description of Goods]</i>	<i>[insert quantity of item to be supplied]</i>	<i>[insert unit for the quantity]</i>	<i>[insert place of Delivery]</i>	<i>[insert the number of days following the date of effectiveness the Contract]</i>	<i>[insert the number of days following the date of effectiveness the Contract]</i>
NPTC CD/DS /SP/04/ 2025	sputum Containers	1,000,000		Central Drug Stores - Welisara	<ul style="list-style-type: none"> • First delivery: 26th May, 2025 - 400,000 sputum Containers • Second delivery: 30th June, 2025 - 300,000 sputum Containers • Third delivery :29th October, 2025 - 300,000 sputum Containers 	
SPARE PARTS ¹⁹						

2

¹⁸applicable only if delivery is considered for evaluation. If not only one column “Delivery Date” duly filled by the Purchaser is required

¹⁹ Refer ITB 17.3 and list accordingly

Purchaser will mark “C” for requirements considered as critical for evaluation³ If the bidder marked No for Conformity, bidder shall provide information in this column of his offer against the clause concerned in col. 2 (Purchaser’s Requirements). If the bidder has marked “Yes”, bidder has the option of providing additional information to establish that it conforms to the specifications given.

3. Technical Specifications

[The bidder shall fill the columns 4 and 5. Bidder’s failure to provide the information requested in the columns 4 and 5 may be a reason for the rejection of the bid. If any discrepancy is observed between the information provided by the bidder in the columns 4 and 5 and the other technical information attached to the bid, the information provided herein shall take precedence.]

Technical Specification for Procurement of 1,000,000 nos Sputum Contenders

1	2	3	4		5
	Purchaser’s Requirements		Bidder’s Offer ¹		
			Conformity		Remarks ³
		Priority ²	Yes	No	
1	Wide mouth	C			
2	Clean	C			
3	Leak proof	C			
4	Screw capped	C			
5	50ml plastic transparent container with blue colour lid	C			
6	Incinerable	C			

7	The bidder must provide a sample	C			
8	Having the NMRA registration / Authorization would Preferred				
9	The government and NPTCCD logo should be printed on the sputum cup				
10	. Bidders could make necessary arrangement to supply 1,000,000 sputum Containers in three deliveries • First delivery: 26th May, 2025 - 400,000 sputum Containers • Second delivery: 30th June, 2025 - 300,000 sputum Containers • Third delivery :29th October, 2025 - 300,000 sputum Containers	C			

Make & Model :

Country of Manufacture :

Relevant catalogues & technical information attached. Information given under “Bidder’ Offer” is true and correct.

Bidder’s Name, Signature & Date
Company seal

¹ Bidder shall fill in Col. 4 & 5

² Purchaser will mark “C’ for requirements considered as critical for evaluation

³ If the bidder marked No for Conformity, bidder shall provide information in this column of his offer against the clause concerned in col. 2 (Purchaser’s Requirements). If the bidder has marked Yes, bidder has the option of providing additional information to establish that it conforms to the specifications given

4. Drawings

These Bidding Documents includes *[insert “the following “or “no”]* drawings.

[If documents shall be included, insert the following List of Drawings]

List of Drawings		
Drawing No.	Drawing Name	Purpose

5. Inspections and Tests

The following inspections and tests shall be performed:

- A sample unit from qualified bidders will be inspected by the TEC before award of contract.

Section VII. Contract Data

The following Contract Data shall supplement and / or amend the Conditions of Contract (CC). Whenever there is a conflict, the provisions herein shall prevail over those in the CC.

CC 1.1(i)	The Purchaser is ²⁰ : The Director, National Programme for Tuberculosis Control and Chest Diseases
CC 1.1 (m)	The Project Site(s)/Final Destination(s) is/are ²¹ : Central Drug Stores (Welisara)
CC 8.1	For <u>notices</u> , the Purchaser's address shall be: Attention ²² : The Chairman, Regional Procurement Committee Address: ²³ : Public Health Complex, 555/5, Elvitigala Mw, Narahenpita, Colombo 05. Telephone: 0112368276 Facsimile number: 0112368276 Electronic mail address: dirnptccd@health.gov.lk
CC 12.1	Details of Shipping and other Documents to be furnished by the Supplier are ²⁴ . <ul style="list-style-type: none"> • Certificate of country of origin of the goods • Certificate of the goods' quality and standard issued by the principals which includes: <ul style="list-style-type: none"> No of years that the goods offered have been in operation No of similar units that have been sold and have been in operation satisfactorily in the purchaser's country. The number of end users who have been using the equipment during the past three (03) years in the purchaser's country. A list of users, if any in the purchaser's country or in Asian regions.

²⁰Insert complete legal name of the Purchaser

²¹Insert name(s) and detailed information on the location(s) of the site(s)

²²insert full name and the designation of the officer, if applicable

²³insert floor and room number, if applicable

²⁴insert shipping details and other documents

CC 15.1	<p>Method & Conditions of Payment to be made to the Supplier under this Contract shall be as follows: Payment shall be made in Sri Lankan Rupees within thirty (30) days of presentation of claim supported by a certificate from the Purchaser/End user declaring that the Goods have been delivered and that all other contracted Services have been performed.</p> <p>I.On Delivery: Up to a maximum of eighty (80) percent of the contract price shall be paid on verification of the goods delivered to the Central drug Stores - Welisara against the purchase Order and upon submission of the documents specified in CC Clause 12.</p> <p>II.On Acceptance: The remaining twenty (20) percent of the Contract Price shall be paid to the supplier within thirty (30) days after the date of the acceptance certificate for respective delivery issued by the End user.</p>
CC 17.1	A Performance Security ²⁵ Shall be required
CC 26.1	The liquidated damage shall be ²⁶ : 1% per week
CC 26.1	The maximum amount of liquidated damages shall be ²⁷ : 10%

Document Check List

(This document must be returned with the bid.)

Bids shall be accompanied by following documents duly filled and signed by bidders as per the given order.

Please tick the appropriate cage, if enclosed, and give the relevant page number in your bid document.

No.	Document	Enclosed	Page No.
1	Bid Submission Form (Including all related Cost, i.e. Post warranty service charges, civil construction work, etc.)		
2	Bid Security		
3	Power of Attorney to the signatory		
4	Price Schedule – Goods		
5	Delivery Schedule – Goods		

²⁵ insert “shall” or “shall not” be required

²⁶insert number

²⁷insert number

6	Manufacturer's Authorization letter		
7	Bidder's response to technical specifications		
8	Detailed Pro forma invoice		
9	Relevant catalogues, technical literature, product data sheets etc.		
12	Copy of Business Registration Certificate		
13	Insurance Certificate from port of disembarkation to handing over (if required in BDS)		
14	Warranty Certificate of Manufacture		
15	Declaration from the Manufacture that the goods supplied under this procurement will be brand new		

Bidder's Name:

Signature/Date:

Company seal: